



Housing and Community Development Program Analyst

The National Fair Housing Alliance (NFHA) has an immediate opening for a Housing and Community Development Program Analyst to join our team. NFHA is the only national organization dedicated solely to eliminating housing discrimination and expanding equal housing opportunities. Founded in 1988, NFHA is the trade association for private, nonprofit fair housing organizations. Our members also include agencies and individuals that support our mission. Through its education and outreach, member services, public policy, advocacy, housing and community development, tech equity, enforcement, and consulting and compliance programs, NFHA is dismantling longstanding barriers to equity, rooting out bias, and building diverse, inclusive, well-resourced communities. For more information about NFHA, visit www.nationalfairhousing.org.

Position Summary:

The Housing and Community Development team at NFHA works to create sustainable housing opportunities and thriving, well-resourced and inclusive communities utilizing the unique resources and tools available to the fair housing movement. These tools and resources allow us to invest in housing and community development strategies that specifically address the housing and lending barriers facing people of color and other protected classes.

We are looking for a program analyst to join our team. The ideal candidate will bring a combination of program management and research experience, along with housing and community development knowledge to assist with the management and operations of our programs.

Responsibilities:

- Work directly with NFHA's VP of Housing and Community Development and AVP of Housing and Community Development to implement programs and capture program outcomes.
- Collect and track data and outcomes on grants and programs that support homeownership and housing stability, and projects that create healthy, vibrant and inclusive communities.
- Review grant applications, grant reports, grant modification requests, and other grant-related items.
- Interface with NFHA's local housing and community development partners and grantees on partnership and grant protocols, reporting, and data collection.
- Assist with research projects and create memos and reports compiling information on key community development and fair housing topics.
- Structure and maintain relevant dashboards and databases to develop reports, case studies, presentations, and other products that showcase outcomes and best practices from our community development and housing programs.
- Provide support to NFHA's members nationwide who are partnering on community development programs.
- Work with VP of Housing and Community Development and the accounting department to monitor and reconcile expenditures.



- Create and maintain minutes for internal and external meetings.
 - Perform other related duties as assigned.
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Required Skills & Qualifications:

- 2-3 years of experience working with housing and community development programs, analyzing data, tracking outcomes, and/or conducting research;
- Proficiency with Microsoft Office and Zoom;
- Strong writing and communication skills;
- Willingness to acquire new knowledge and new skills; and
- Demonstrated Commitment to Civil Rights and Fair Housing.

Desired Skills & Qualifications

- Familiarity with Tableau or similar data visualization tools;
- Familiarity with spatial analysis and mapping tools;
- Familiarity with Salesforce or other customer relationship management systems; and
- Website development and web content management experience.

Salary and Benefits:

Salary commensurate with experience. NFHA provides comprehensive health insurance as well as vision, dental, and retirement benefit plans.

Application Process:

NFHA is an equal opportunity employer that values and encourages diversity in its workforce. Interested applicants should send a resume and cover letter to: personnel@nationalfairhousing.org.

No telephone calls, please. The position will remain open until filled.